

## GENERAL BASEMENT FINISHING OR REMODELLING REQUIREMENTS

This information has been compiled by the Department of Building Safety and is a result of the department's *ON TRACK PROGRAM*. The information is intended to help contractors and the general public understand the guidelines and requirements for obtaining a building permit.

### ***Frequently asked questions***

**Q. Is a permit required to finish or remodel my basement?**

Yes. This handout will explain the process and list the required documents.

**Q. May I as the homeowner do the work myself?**

Yes, many home centers can assist you with design, material selections, and installation advice.

**Q. Will the work in progress be inspected?**

Yes, many aspects of the project must be inspected, including framing, mechanical, plumbing, electrical, fire stopping and insulation, at the minimum.

**Q. Can I call the Department of Building Safety with questions I may have?**

Yes. We encourage you to ask questions. Whether your basement finishing or remodel is a do it yourself project or you have hired a qualified contractor, you can always direct your questions to the Department of Building Safety.

### SUBMIT THE FOLLOWING TO OBTAIN A PERMIT

- ✓ Two (2) copies of your project plans.
- ✓ Your construction plans must include:
  1. A floor plan showing room uses, dimensions, ceiling heights, size and location of all doors, windows, and all egress window details
  2. An electrical plan showing the location of all switches, outlets, light fixtures, and any other fixture or appliance requiring electrical power.
  3. A mechanical plan showing furnace and water heater location, supply and return air ducts, required combustion air ducts, bath fans and ducts.
  4. A plumbing plan, if applicable, showing the location of all plumbing fixtures.

**Note:** Electrical, mechanical, and plumbing plans may be drawn separately or combined with the floor plan.

## ONCE YOUR PERMIT IS ISSUED

The green building permit card must be posted so that it is visible from the street. It is your responsibility to call the Department of Building Safety to schedule the appropriate inspections the number is on the green permit card. The approved construction plans and permit must be kept on the job site and available to the inspector for review at the time of inspection.

## REQUIRED INSPECTIONS

- ✓ Schedule all inspections 1 business day in advance
- ✓ Underground plumbing and radon
- ✓ Rough Electrical, Framing, Plumbing and Mechanical, and Fire Stop
- ✓ Insulation
- ✓ Final Inspection upon completion of your project

**For inspections call 630/553-8545, one-business day prior to the date of inspection.**

## COMBUSTION AIR REQUIREMENTS FOR FUEL BURNING APPLIANCES

**REQUIRED VOLUME:** 50 Cu.Ft. per 1000 BTU/h of aggregate input rating of each appliance.

**LESS THAN REQUIRED VOLUME:** Provide two (2) permanent openings (of not less than 100 square inches) within 12 inches of the top and within 12 inches of the bottom of the space.

Note: Fuel fired appliances cannot obtain combustion air from sleeping rooms, bathrooms, toilet rooms, storage closets.